

**Remittance Instructions
Transportation Security Administration (TSA) Security Fees**

Air carriers subject to TSA Security Fees must initiate monthly payments to TSA. Invoices will not be sent. If you are unable to use any of these methods, please contact Rose Kline by email at rose.a.kline@dhs.gov or by phone at 571-227-2323 for additional payment assistance.

OPTION 1: Paying via Pay.Gov secure Internet remittance platform, using direct withdrawal from a bank account (ACH Debit in U.S. dollars). This option is provided free of charge to air carriers.

It is imperative that during this process you do not use the "BACK" button in the Internet ICON bar. Please follow the links provided during the process.

1. Go to <http://www.pay.gov>. If you do not have a username or password, please contact Rose Kline with the following information: Full Name, Position Title, Air Carrier Name, Air Carrier Mailing Address, E-mail address, phone number (including extensions), and fax number.
2. Login using your assigned username and password (it is case sensitive).
3. From the options listed, select "My Forms List" and then select either "**ASIF**" or "**911Fee**".
4. Enter carrier name, point of contact information (name, phone number and e-mail address), select payment month/year from the drop down menu and enter your amount.
5. *The 'Reference Number' field should remain blank until TSA provides specific population information to air carriers.*
6. Click "**Submit Data**" button at the bottom of the page.
7. Enter account information and click "**Continue with ACH Payment**".
8. Review Payment Summary and Authorization, **check** the box for the authorization and disclosure statement, and then click on "**Submit Data**" button.
9. Click "**Print a Copy**" for your records.
10. If processing another payment, click "**Return to Available Forms**". If not processing another payment, click "**Logout**" in the upper right hand corner. Upon successful payment processing you will receive an e-mail notification from the Pay.Gov Administration Office.

OPTION 2: Paying via Wire Transfer / Fed Wire. You, as the sender of a wire transfer, must provide the sending bank with the information for the boldfaced items numbered **1, 5, 7, 9 and 10**. The sending bank supplies information for items numbered 2, 3, 4, 6 and 8.

1. **Receiver's ABA Number: 021030004** - This is the routing symbol for the US Treasury at the Federal Reserve Bank in New York.
2. Type Subtype: provided by the sending bank.
3. Sending Bank's ARB Number: provided by the sending bank.
4. Sending Bank's Reference Number: provided by the sending bank.
5. **Amount:** Provide the dollar amount of the transfer. Ensure that the amount is punctuated with commas and a decimal point (example: \$1,000,000.00). Be sure to account for any fees imposed by your bank to process the transaction.
6. Sending Bank's Name: provided by the sending bank.
7. **Receiver's Name: TREAS NYC** - Ensure that the sending bank enters this abbreviation. It must be used for all wire transfers to the Treasury Department.
8. Product Code: normally CTR, or as provided by sending bank
9. **Beneficial (BNF) Agency Location Code: 70110001** - Ensure that the sending bank enters this eight-digit number as shown. This is the Agency Location Code for the Transportation Security Administration.
10. **Reason for Payment: "September 11th Security Fee" or "Aviation Security Infrastructure Fee" for "Month", "Year", "Amount" and "Carrier Name"**. This information is required to ensure that your wire transfer is properly credited.

OPTION 3: Only available for fees less than \$1,000. Check drawn on US bank or money orders can be mailed to:

**United States Department of Homeland Security
Transportation Security Administration
P.O. Box 409066
Atlanta, GA 30384-9066**

Please be sure to include proper remittance advice including carrier name, fee, month, and year.